Approved For Release 2006/04/13 : CIATROP70-00211R000900030016-1

Security Information

RE URN TO

2 December 1953

MUDICAL CONTRACTOR	FOR:	Special	Assistant	to the	Deputy	Director
		(Adminis	icration)	proj.		

Jun JaT

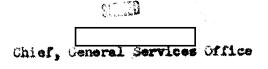
: Preparation of Agency degulatory Issuances by General Services Office

1. In accordance with the verbal instructions of the Acting Deputy Director (Administration), attached hereto is a tabulation of Agency degulations prepared by or new being developed by General Services Office.

25X1 2. In addition to the hegulations, the following Notices have been or are being developed by General Services Office:

Notice Standardization of Filing Supplies
Procurement of Filing Squipment
Accountability for Telephone Directories

- 3. The following memoranda related to Regulatory Issuances have been forwarded to Area Records Officers:
 - a. Introduction to Records Management Program
 - b. File Identification and Volume Inventories
 - c. How to Make a Records Jurvey -
 - d. Preservation and Destruction of Records *
 - e. Application of Standardised Piling Equipment and Supplies
 - f. Forms Control Information *
 - g. Records Center Operation



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ILLEGIB

Attachment A.

Distribution:

Orig. & 2 - Addressee

1 - Chf., Rec. Serv. Div.

COLOROLOW .

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General Services Office

Regulation No.	Title	Action lists						
		Contral Services		Regulations Com- trol Staff		A-DD/A		
		lst Sub- mission to R.C.S.	2nd Sub- mission to A.C.S.	lst Coordi-	2nd Coordi-	To A-DD/A	Approved	Lasved
	Space Acquisition and Building Haintenance	April 5	June 3	April 17		0et. 5	Oct. 23	oct.23
	Local Transportation	April 15	•	June 18	-	Aug.12		
	Frinting and Reproduction	April 20	Sept.18	June 12	Granging serifs	Nov. 3		
	Gecords Ganagement							
	Records Ranagement Program Guide	August						Octobe
	Agency Filing Manual	Oct. 23						
	Correspondence Handbook	Nov. 13						
	Vital Materials Procedures							
	Mail Control Regulations							
	Mail Control Handbook							
	Electrical Accounting Machine Records	June 22	Cept. 3	Aug. 4				

^{*} In Process

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